



EYNESBURY
COLLEGE

INTERNATIONAL STUDENT MONITORING OF ATTENDANCE POLICY

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SECTION A - INTRODUCTION

A.1 Purpose

Eynesbury College is required under Standard 11 of the ESOS National Code of Practice to monitor the attendance of students enrolled in accredited school modules and English Language Intensive Courses for Overseas Students (ELICOS).

A.2 Scope

This Policy applies to all international students who are enrolled in ELICOS and Foundations Studies programs at Eynesbury College.

A.3 Definitions

Word/Term	Definition
Appeal	Requesting a review of a decision
Attendance	The presence of a student in class during a scheduled class time
Class	A scheduled teaching block
Compassionate or compelling circumstances	Circumstances beyond the control of the student that have occurred since the student accepted an offer at Eynesbury College and have significantly impacted on the student's well-being or progress
Confirmation of Enrolment	Documentation issued to an international student to confirm that they have been accepted into a program of study at an Australian institution with specific start and end dates
Immigration	Department of Home Affairs
Intention to report	Notification issued to a student that they are to be reported for unsatisfactory academic progress or attendance
Medical Certificate	<p>A signed statement from a registered medical practitioner (https://www.ahpra.gov.au/Registration/Registers-of-Practitioners.aspx), health practitioner or approved health specialist certifying a period of time during which a student is/has been affected by a medical condition impacting on their participation and/or attendance.</p> <p>A medical certificate may be issued by the following medical and health practitioners registered under the <i>Health Practitioner Regulation National Law</i>:</p> <ul style="list-style-type: none"> • medical practitioner • psychologist • chiropractor • dentist • optometrist

- osteopath
- physiotherapist
- podiatrist
- other health specialists as approved:
<http://www.medicalboard.gov.au/Registration/Types/Specialist-Registration/Medical-Specialties-and-Specialty-Fields.aspx> or

Module	A single unit of study that counts towards completion of a program
National Code of Practice	A set of national standards that governs the protection of international students and the delivery of programs to those students by providers registered on CRICOS. Only CRICOS registered programs of study can be offered to international students studying in Australia on a student visa
PRISMS	Provider Registration and International Student Management System. PRISMS is a secure database developed jointly by the Department of Education, Employment and Workplace Relations (DEEWR) and Immigration for the purposes of administering the Education Services for Overseas Students Act 2000 (The ESOS Act).
Program	A combination of modules that are to be completed in order to be eligible for an Award or progression to further study
Staff	All employees, contractors and volunteers of Navitas SA (excluding external auditors or consultants)
Student Visa	The visa required for international students to be able to undertake studies in Australia

A.4 Acronyms

Abbreviation	Phrase or Word
CoE	Confirmation of Enrolment
CRICOS	Commonwealth Register of Institutions and Courses for Overseas Students
DEEWR	Department of Education, Employment and Workplace Relations
EC	Eynesbury College
ELICOS	English Language Intensive Courses for Overseas Students
ESOS	Education Services for Overseas Students Act 2000
FSP	Foundation Studies programs
ITR	Intention to Report
PRISMS	Provider Registration and International Students Management System

SECTION B - POLICY STATEMENT

B.1 Principles

The Academic Directorate and teachers of ELICOS and Foundation Studies Program are committed to systematically monitoring the attendance of each student enrolled at Eynesbury College and proactively notifying and counselling students who are at risk of failing to meet the requirements.

In accordance with the National Code of Practice, unsatisfactory attendance levels will be communicated to students, appropriate staff and relevant legislative authorities.

B.2 Policy

1. Recording of attendance

- 1.1 Students will be advised of their attendance requirements and this policy at Orientation and notified within each study period as outlined in Section 5.
- 1.2 Teaching staff must record student absences from every scheduled class that they teach.

2. Satisfactory attendance

- 2.1 In order to achieve satisfactory attendance under the National Code of Practice, students must attend at least 80% of scheduled contact hours within a current study period.
- 2.2 Student attendance will be assessed according to the program they are enrolled in.
- 2.3 Students whose attendance falls below 80% within a current study period may have their Confirmation of Enrolment (CoE) cancelled and may have their Student Visa cancelled.
- 2.4 A cancelled CoE will not constitute a release for transfer.
- 2.5 All students who have an attendance percentage less than 80% within a current study period will be required to attend academic counselling.
- 2.6 If an ELICOS student is issued with a new CoE their attendance is monitored over each of the CoE's separately.

3 Absences on medical and other approved grounds

- 3.1 A medical certificate is required for all absences on medical grounds. Eynesbury College will only accept medical certificates signed by approved medical and health practitioners. See the Section A.3 Definitions for certificate criteria.
- 3.2 Approval is required for all absences where it is known by the student in advance that they will not be attending a scheduled class.
- 3.3 Students who have five consecutive absences and are at risk of falling below 80% will be contacted, reminded of the attendance policy and referred to a member of the Academic Directorate and/or class teacher for ongoing academic support and/or the Student Counsellor if necessary.

4 Absence from class

- 4.1** Students who are absent for 20 minutes or more from any scheduled class will be marked as absent for the full class.

5 Reminder, Warning and Intention to Report (ITR) notification

- 5.1** Attendance below 90% the student will receive an Attendance Reminder notification.
- 5.2** Attendance below 85% the student will receive an Attendance Warning notification.
- 5.3** Attendance below 80% the student will receive an ITR notification.
- 5.4** Students may not be sent each type of attendance notice, as these will be sent based on the attendance level at the time of the monitoring report being extracted. For example, if a student's attendance level drops from above 90% to 84% or lower between monitoring reports, the student will receive an Attendance Warning without a prior Attendance Reminder.

6 Notification to Immigration

- 6.1** All students identified as maintaining an unsatisfactory attendance level will be formally notified of the ITR, in writing.

7 Student Appeals

- 7.1** Where a student's attendance level is between 80% and 70% an appeal may be considered where:
- The student produces documentary evidence (where appropriate) which clearly demonstrates compassionate or compelling circumstances
 - If the ITR, relevant to the appeal, shows that the student is attending at least 70% of the scheduled module contact hours for the module he or she is enrolled
- 7.2** Where a student's attendance has fallen below 70%, an appeal may only consider whether the appropriate procedures were followed.
- 7.3** The student must maintain enrolment and attend classes at all stages of the appeal process.

8 Reporting to Immigration

- 8.1** Where the student does not lodge an appeal within 20 working days of the date of the ITR letter or where their appeal is rejected, the student will be reported through PRISMS for unsatisfactory attendance.

SECTION C - GOVERNANCE

C.1 Responsibility

Identification	International Student Monitoring of Attendance Policy
Policy Owner	Academic Director Director of Studies
Approving Authority	Eynesbury Executive Group
Initial Issue date	May 2012
Directory Location	Policies, Eynesbury, Academic Directorate

C.2 Version Control

Current Version Number	v6.0
Date of Effect	04/2024
Review Date	04/2027
Privilege Level	Public

C.3 Legislative and Organisational Context

Name
The National Code of Practice 2018

SECTION D - PROCEDURE

D.1 Related Procedures

ELICOS Compulsory Monitoring of Attendance Procedure

FSP Compulsory Monitoring of Attendance

D.2 Related Policies

None